

TEMPORARY ASSIGNMENT GUIDELINES

Introduction

The Yukon government recognizes that the appropriate use of temporary assignments (TA) can effectively meet operational human resource needs, provide the organization with a valuable succession management tool, and provide employees with career progression opportunities.

Application

These guidelines apply to all Yukon government employees hired under the *Public Service Act*.

Principles

These principles guide the use, approval and extension of temporary assignments:

- **Balance:** Decisions concerning temporary assignments should consider both operational needs (including organizational stability) and the benefit to individual employees.
- **Accountability:** Decisions concerning temporary assignment appointments must be defensible.

Context

There are significant benefits to considering temporary assignments as a staffing option, including:

- Meeting a department's operational needs (e.g. backfill for an employee on leave, respond to a temporary increase in workload, or during a lengthy recruitment period);
- Increasing employee engagement and retention by creating opportunities for employee training, development and career progression;
- Supporting Yukon government's talent management/leadership development initiatives;
- Addressing employer workplace accommodation/reintegration, layoff, and legal/quasi-legal decisions and agreements;
- Supporting targeted recruitment program initiatives such as Final Agreement - Representative Public Service Plan and Employment Equity obligations; and
- Allowing for the utilization of specialized knowledge and/or develop skills for hard-to-fill positions and succession planning.

Considerations

Both short term and long term impacts must be considered to determine whether a temporary assignment is the most appropriate staffing option. The use of temporary assignments rather than hiring through the competitive process may result in the perception of unfair staffing selection process (from both internal employees and interested individuals outside Yukon government), or concerns regarding inconsistent staffing practices between departments.

Definitions

- **Temporary Assignment:** is an acting assignment in the employee's department, where the duties are outside of, or in addition to, the employee's substantive position and expected to be greater than six months; or an acting assignment outside of the employee's department.
- **Acting Assignment:** is a work assignment in the employee's home department, where the duties are outside of, or in addition to, the employee's substantive position; and where the original assignment is expected to be less than six months. These assignments are processed using the applicable "Acting Pay" forms.
- **Secondments:** is a temporary assignment to or from Yukon government and another government, organization, agency, etc.
- **Substantive Position:** is the position to which the employee has been appointed pursuant to the *Public Service Act*.

Responsibilities

Departments

There is no obligation for a department to approve an employee's request to apply on a temporary assignment opportunity.

Managers/supervisors will give reasoned and timely consideration to an employee's request, and should consider:

- department/branch operational needs (e.g. workload, ability to backfill, etc.);
- whether the temporary assignment aligns with the employee's current and future career/development plans;
- whether the employee's performance record supports the temporary assignment.

Department Human Resources

Department human resources are responsible for providing advice and expertise on staffing options, and ensuring that all temporary assignment documentation and processes (including notification and approvals) are completed appropriately.

Employees

All employees are responsible for obtaining their supervisor's approval before applying on temporary assignment opportunities.

Public Service Commission (PSC)

The PSC is responsible for reviewing and approving all secondments between Yukon government and other governments, organizations, agencies, etc.

Posting

Temporary assignments should be posted on the PSC employment internal website. The posting period will normally be for ten working days, unless otherwise requested.

Exceptions to posting include: temporary assignments that address employer obligations (e.g. workplace accommodation, legal and quasi-legal agreements, employment equity, etc.); allow for the transfer of knowledge and specialized skills; or supports Yukon government's talent management/leadership development initiatives.

Eligibility

All employees are responsible for obtaining their supervisor's approval before applying on a temporary assignment opportunity.

The following employees who have their supervisor's approval are eligible to be considered for temporary assignments:

- indeterminate employees who have completed probation;
- term employees who have completed probation, and whose term extends beyond the length of the temporary assignment; and
- seasonal employees who have completed probation, until the end of their season.

Auxiliary on-call employees who have completed probation, may be considered for temporary assignments within their home department only. In reference to the Collective Agreement's use of auxiliary on-call employees, departments should consider the competitive or exemption process, rather than a Temporary Assignment.

Casual employees are not eligible to be considered for temporary assignments.

Yukon First Nation government employees are eligible to apply on Yukon government temporary assignment opportunities.

Selection

Selection may be based on factors such as established criteria, personal suitability, training required, availability, or other essential qualifications deemed relevant.

Departments will ensure that the results are communicated to those who are not successful, including reasons as appropriate.

The temporary assignment selection is not subject to an appeal process.

Length of Temporary Assignment

Deputy Ministers may sub-delegate approval for temporary assignments.

The Public Service Commissioner's approval is required for all secondments and temporary assignments or extensions over two years. The request or extension must be pre-approved by the PSC and accompanied by a reasoned rationale.

Temporary assignments may be terminated by mutual consent of both departments at any time. If the temporary assignment is in the same department as the employee's substantive position, the Deputy Minister or designate may terminate the temporary assignment at any time.

An employee request to terminate the temporary assignment must be agreed to by all parties specified in the Temporary Assignment Agreement.

Conditions

All temporary assignments must have a "Temporary Assignment Agreement" that establishes the terms and conditions of the assignment.

Employees on temporary assignments will continue to receive benefits that flow from their substantive position, with the exception of community allowance, travel bonus and annual mileage allowance. Alternatively, if these allowances are applicable to the TA position, an employee would receive them during the TA.

Employees on a temporary assignment are entitled to return to their substantive position at the end of the temporary assignment, unless otherwise specified in the Temporary Assignment Agreement.